Phoenix Information Technology Support Policy for Printing of Posters
Revised 11 August 2017

• The high-resolution HP DesignJet printer-plotter is available to all Phoenix clustered departmental members for printing posters for work-related meetings and display purposes.

• The plotter in 355 Hutchison is capable of printing gloss posters with maximum dimensions of 42 inches x 100 feet.

• Phoenix IT Support does not have tools to trim poster paper. You would need to trim the poster on your own and at your own risk. It is recommended to make at least one edge of your poster 36 or 42 inches.

• Files for posters can be prepared in any software that the user wishes (we recommend using PowerPoint), however the file given to Phoenix IT Support must follow these rules:

1.	Poster dimensions must be verified by the user to be correct prior to initiating the printing.

2.	Staff will not resize, proofread or change any of the data or dimensions.

3.	It is required that you bring your poster in a PowerPoint (.ppt/.pptx) AND/OR an appropriately sized PDF formatted file that will open up properly in Microsoft Office 2013 (or later) and/or in Adobe Reader X (or higher). If the file does not open properly, the user will have the option to print the poster "as is" or they will have to reschedule their appointment (rush recharge fee may apply).

• No unsupervised printing is permitted; all printing is done by the Phoenix IT Support staff and will be done from appointments from 8 am to 4 pm on weekdays as time permits. Scheduling an appointment with Phoenix IT Staff online is required.

• All appointments for printing posters must schedule at least two business days in advance of when you wish to have the poster printed (printing appointments are in increments of 1 hour). The following recharge rates apply - $6.25/sq-ft

- Draft printing will be charged.

- $50 additional recharge for poster printing requests not scheduled TWO BUSINESS DAYS in ADVANCE.

• Files for printing may be delivered on CDs or USB flash drives at the time of the scheduled appointment however e-mail is preferred: pits@ucdavis.edu

• Missed appointments (Late 10 minutes or more) will require rescheduling by completing a 2nd web based request form. $50 additional recharge for poster printing requests not scheduled TWO BUSINESS DAYS in ADVANCE may apply.

• The department does not print on holidays and weekends. Unscheduled printing requests can be done through ReproGraphics or other companies in Davis.

• Scheduling of poster printing appointments:

1.   Access the poster printer scheduling page at http://phoenix.ucdavis.edu

2.   Complete and submit the form at https://phoenix.ucdavis.edu/poster-printing-reservation .

3.   You will receive an e-mail from the Phoenix IT Staff within one business day confirming your request and appointment time.

4.   Check your email for confirmation of your appointment and follow the instructions.